

# County of Lebanon

## Job Announcement

August 6, 2010

POSITION:	Community/Recreational Activities Coordinator
LOCATION:	Renova Center 25 Metro Drive Lebanon, PA 17042
AVAILABLE:	Immediately
BARGAINING UNIT:	None
POSTING LENGTH:	Until position is filled
HOURS:	40 hours per week, flexible
SALARY RANGE:	Pay Grade 10 \$1,202.03 biweekly and up depending on experience (with most appointments being made at the entry level)

**BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:** This position is responsible for the planning, organizing, directing and implementing of community/recreational/leisure activities for individuals with disabilities. Candidates in this position work with individuals in the attainment of goals as stated in their Individual Program Plans. The successful candidate must be knowledgeable in and apply Self-Determination and Positive Approach principles and methods. Must be able to establish and maintain effective working relationships with individuals with disabilities, family members, other staff members, outside agencies, institutions and the general public. Must have the ability to plan and organize work, prepare adequate records and reports and set priorities. Ability to adequately express ideas orally and in writing, possess good interpersonal skills and work effectively as a team member. Must have good knowledge of individual and group behavior and work effectively with individuals with disabilities in helping them acquire skills in order to promote their independence.

Required is a Bachelor's Degree in Therapeutic Recreation, Psychology, Sociology, Special Education, or related field; or any equivalent combination of experience and training which includes the successful completion of 12 semester hours of college level courses in sociology, psychology, or related behavioral sciences. Must possess working knowledge of computer and its operating programs and a valid PA driver's license.

**COUNTY EMPLOYEES MAY CONTACT:**

DESIREE J. NGUYEN  
HUMAN RESOURCE DIRECTOR  
ROOM 207, MUNICIPAL BLDG.  
400 S. 8TH STREET  
LEBANON, PA 17042  
274-2801 EXT. 2202

**NON-COUNTY EMPLOYEES MAY CONTACT:**

CAREERLINK  
ATTN: MR. GERALD WALLS  
243 SCHNEIDER DRIVE  
LEBANON, PA 17046  
274-2554

*An Equal Opportunity Employer*